

CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, April 4, 2016

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 6:00 p.m.

B. PLEDGE OF ALLEGIANCE

Pledge of Allegiance recited.

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Taylor, Krautkramer, Olszewski, Zelinski, Spencer, Benner, Nichols

EXCUSED: Alderman Keehan

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, DFC Sipin, DPW Radtke, CDD Keil, ASD Steeno, PRD Tungate, PHD McKenney, Clerk Galeazzi.

D. PUBLIC HEARING

None

E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

(five (5) minute time limit for each person)

Joe Polzien, CEO for City of Menasha. Personnel Committee's recommendation for proposed reorganization of Community Development Department.

Arnie Collier, 708 Appleton Street, Menasha. Not support salary adjustment for Code Enforcement Officer.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Clerk Galeazzi - the following minutes and communications have been received and placed on file:

Minutes to receive:

- a) [Administration Committee 3/21/16](#)
- b) [Board of Public Works 3/21/16](#)
- c) [Landmarks Commission 3/16/16](#)
- d) [Library Board 3/23/16](#)
- e) [NMFR Fire Commission 03/23/16](#)
- f) [NMFR Joint Finance and Personnel 03/22/16](#)
- g) [Personnel Committee 3/21/16](#)
- h) [Plan Commission Minutes 3/22/16](#)
- i) [Police Safety Committee 12/17/15](#)
- j) [Public Works/Parks Safety Committee 2/22/16](#)
- k) [Redevelopment Authority 3/22/16](#)

Communications:

- l) [Clean Sweep Brochure](#)
- m) [PC Styka, 3/30/16; Police Elementary School K-9 \(Facility Dog\) Update](#)
- n) [Army Corps of Engineers, 3/14/16; Lake Winnebago refill strategy](#)
- o) [Davis & Kuelthau Public Officials Program](#)
- p) [City of Menasha 2015 Stormwater Annual Report](#)

Moved by Ald. Taylor seconded by Ald. Zelinski to receive Minutes and Communications a-p.
Motion carried on voice vote.

G. CONSENT AGENDA

(Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Alderman and place immediately following action on the Consent Agenda. The procedures to follow for the Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from Consent Agenda.)

Minutes to approve:

1. [Common Council 3/21/16.](#)

Board of Public Works, 3/21/16—Recommends the Approval of:

2. [Change Order—Vinton Construction Company, Inc.; Contract Unit 2016-01; Downtown Street, Walkway and Electrical Improvements; Mill Street, Main Street, Pedestrian Link from Broad Street Parking ramp to Main street; DEDUCT: \\$3,645.58 \(Change Order No. 2\).](#)
3. [Authorization to Execute WisDOT Bridge Operation Agreement for Fiscal year 2017.](#)
4. [WisDOT 441/Racine Street Landscaping and Aesthetics Ballot, Option 1: Planting in splitter island with ability to select the type of planting that best suites City's needs and is within the allowable parameters established by WisDOT; Option 2: Pocket Park without picnic area and sidewalk connection; selecting the nature stone veneer option for the entrance feature wall; and including the flag display in the entrance feature wall.](#)

Personnel Committee, 3/21/16—Recommends the Approval of:

5. [The recommended wage schedule including step increase for the position of Administrative Assistant-Public Works.](#)
6. [Community Development Department Reorganization, including the following](#)
 - a. [Establish the Building Inspector/Housing Specialist Position in the City's table of organization, and Authorize the hiring of the position at Grade 20, with a pay range of \\$47,801-\\$58,412.](#)
 - b. [Authorize changing the title of the existing position of Code Enforcement Officer to Code Enforcement Specialist, and authorize changing the pay grade from \\$17.53-\\$21.91 per hour to \\$18.98-\\$23.77 per hour, and](#)
 - c. [Authorize the transition the Code Enforcement Officer/Specialist from the Police Department to the Community Development Department.](#)

NMFR Joint Finance and Personnel Committee, 3/22/16-Recommends the Approval of:

7. [The purchase of the Inforcer forcible entry simulator from The Inforcer, LLC for a cost not to exceed \\$8,670.00.](#)

Moved by Ald. Taylor seconded by Ald. Zelinski to approve Consent Agenda items 1-7
Motion carried on roll call 7-0

H. ITEMS REMOVED FROM THE CONSENT AGENDA

None

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 3/24/16-3/31/16 in the amount of \\$1,052,489.43.](#)

Moved by Ald. Nichols seconded by Ald. Taylor to approve accounts payable and payroll.

Motion carried on roll call 7-0.

2. [Beverage Operators License Applications for the 2015-2017 licensing period.](#)

Moved by Ald. Nichols seconded by Ald. Benner to approve beverage operator's license applications as listed in memo dated 3/30/16.

Motion carried on roll call 7-0.

3. [NMFR Joint Fire Commission recommends to approve and allow Chief Auxier to sign, the Regional Fire Department Hiring Process Agreement with Fox Valley Technical College effective March 11, 2016 through March 10, 2017.](#)

Moved by Ald. Benner seconded by Ald. Taylor to approve and allow Chief Auxier to sign the Regional Fire Department Hiring Process Agreement with Fox Valley Technical College effective March 11, 2016 through March 10, 2017.

Motion carried on roll call 7-0.

4. [Right of First Refusal—Germania Hall 320 Chute Street.](#)

CDD Keil explained the City's agreement with owners of 320 Chute Street for a right of first refusal for the purchase of the remainder of 320 Chute Street. The owners have received a Letter of Intent to Purchase the remaining parcel. The owners are asking the City if they intend to exercise or not exercise their right of first refusal.

General discussion ensued on the use of the property; if there will be adequate parking for the business.

Moved by Ald. Zelinski seconded by Ald. Taylor that the City will not exercise their right of first refusal on the purchase of 320 Chute Street.

Motion carried on roll call 7-0.

5. [Notice of Termination of Valley Marine Mart Lease—100 Water Street.](#)

CDD Keil explained staff has been exploring the City owned property that is currently leased by Valley Marine Mart as potential parking options in the area by the Trestle Trail and Loop the Little Lake. Staff has been discussing options with the owners of Valley Marine Mart. The lease agreement has an automatic renewal as of July 1 unless a termination notice is given 60 days prior to the renewal date. Staff is asking for authorization to send a notice of Valley Marine Mart to terminate the lease.

Moved by Ald. Benner seconded by Ald. Nichols to provide Notice of Termination of Valley Marine Mart Lease, 100 Water Street.

General discussion ensued on type of parking to be installed; options for Valley Marine Mart.

Moved by Ald. Nichols seconded by Ald. Spencer to amend, and the City to begin negotiating a new lease with Valley Marine Mart and bring back to Council.

Motion on amendment carried on roll call 6-1. Ald. Zelinski voted no.

Motion as amended carried on roll call 6-1. Ald. Zelinski voted no.

J. HELD OVER BUSINESS

1. [R-9-16 Resolution Approving a 2016 Capital Improvement Budget Adjustment for the Purpose of Installing Infrastructure in the Second Addition to Woodland Hills Subdivision and the Accompanying Borrowing to Be Included with the 2016 Capital Improvement Borrowing \(Introduced by Alderman Nichols\)](#)

Ald. Nichols stated this item should be acted on when the whole Council is present.

Moved by Ald. Nichols seconded by Ald. Olszewski to table R-9-16 Resolution Approving a 2016 Capital Improvement Budget Adjustment for the Purpose of Installing Infrastructure in the Second Addition to Woodland Hills Subdivision and the Accompanying Borrowing to Be Included with the 2016 Capital Improvement Borrowing.

Motion carried on roll call 6-1. Ald. Taylor voted no.

K. ORDINANCES AND RESOLUTIONS

1. [O-1-16 An Ordinance Amending Title 11, Chapter 2 of the Code of Ordinances \(Disorderly Conduct\) \(Introduced by Ald. Benner\)](#)

Moved by Ald. Benner seconded by Ald. Nichols to approve O-1-16 An Ordinance Amending Title 11, Chapter 2 of the Code of Ordinances (Disorderly Conduct)

Motion carried on roll call 7-0.

L. APPOINTMENTS

1. [Council Appointment of Antoine Tines, 1840 Northridge Ct, Menasha to the Water and Light Commission for the term of 4/5/2016-10/1/2020 \(by Ald. Krautkramer\)](#)

Moved by Ald. Krautkramer seconded by Ald. Benner to approve appointment of Antoine Tines, 1840 Northridge Court, Menasha to the Water and Light Commission.

Motion carried on voice vote.

M. CLAIMS AGAINST THE CITY

None

N. RECOGNITION OF COMMUNITY DEVELOPMENT DIRECTOR KEIL

Mayor Merkes and the Council recognized CDD Keil for over 21 years of service to the City.

Mayor Merkes mentioned a number CDD Keil's accomplishments and the projects completed under his time as Director of Community Development.

O. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

(five (5) minute time limit for each person)

No one spoke.

P. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Olszewski to adjourn at 6:45 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk